

# ADA ACCESS SURVEY FORM

## Part I. Background Information:

Agency \_\_\_\_\_

Building Location \_\_\_\_\_

State Owned \_\_\_\_ Leased \_\_\_\_ Rented \_\_\_\_

Person(s) completing the survey \_\_\_\_\_

(phone) \_\_\_\_\_

Date Completed \_\_\_\_\_

Some questions may not apply. Please designate N/A in that instance. Attach additional sheets as needed for any explanations.

## Part II. Parking:

a. How many persons with disabilities parking spaces are available? \_\_\_\_ If these are in a parking lot, how many total parking spaces are available? \_\_\_\_ Are each identified with an upright sign? \_\_\_\_ Where is the designated parking in relationship to the primary entrance?  
\_\_\_\_\_

b. Are access aisles adjacent to the persons with disabilities parking spaces? \_\_\_\_ How wide are the parking spaces? \_\_\_\_ How wide are the aisles? \_\_\_\_

c. Do handicapped parking spaces allow people to get in or out on a level surface? \_\_\_\_

d. Does the individual using the persons with disabilities parking space have to navigate behind parked cars to gain entrance to the building? \_\_\_\_

## Part III. Sidewalks:

a. How wide are the public sidewalks? \_\_\_\_ Are they level? \_\_\_\_ If not, do they slope away from the building, toward the building, or along the length of the walk?  
\_\_\_\_\_

b. Is there at least one sidewalk with no steps leading to the primary entrance? \_\_\_\_ Does the sidewalk connect to the persons with disabilities parking area? \_\_\_\_ Is there a curb cut at the end of the sidewalk? \_\_\_\_ If so, how high is the curb? \_\_\_\_ and how long is the curb cut or sloped portion of the sidewalk? \_\_\_\_ Is the curb cut surface a different texture than the sidewalk?  
\_\_\_\_\_

c. Are walks of a continuing common surface and not interrupted by steps or abrupt changes in level? \_\_\_\_

d. Do walks have a level platform at the door which is at least 5 feet by 5 feet? \_\_\_\_ If not, what is the size of the level platform? \_\_\_\_ Does the door swing in or out?  
\_\_\_\_\_

### **Part III. Entrances/Exits:**

- a. Is at least one primary entrance to the building on ground level or with a ramped approach? \_\_\_\_\_ How many floors/levels does this building have? \_\_\_\_\_ If more than one, is the entrance on the same level as access to the elevator? \_\_\_\_\_
- b. If more than one floor, can access be gained to all meeting rooms, offices, and common areas from the elevator? \_\_\_\_\_ At what height are the elevator controls? (top and bottom) \_\_\_\_\_ Are the buttons labeled with raised or indented letters? \_\_\_\_\_ What are the inside dimensions of the elevator? \_\_\_\_\_
- c. If a ramp is used, what is the height of the rise it serves? \_\_\_\_\_ What is the length of the ramp? \_\_\_\_\_ Is there a handrail on at least one side of the ramp? \_\_\_\_\_ Is this ramp of permanent construction? \_\_\_\_\_
- d. Is the primary entrance unlocked at all times? \_\_\_\_\_
- e. What is the width of the entrance door? \_\_\_\_\_ If double doors, what is the width of each door? \_\_\_\_\_ Are there doors in a series at the entrance? \_\_\_\_\_ If so, how far apart are the doors? \_\_\_\_\_ Which way do they swing? \_\_\_\_\_ Is the handle of a lever or loop type? \_\_\_\_\_
- f. Is the height of the threshold  $\frac{1}{2}$ " or less? \_\_\_\_\_
- g. Does the primary entrance contain a revolving door or turnstile? \_\_\_\_\_ If so, is there a usable door at the same location? \_\_\_\_\_
- h. What pressure pull is required to open the primary entrance door? \_\_\_\_\_ (NOTE: an easy tool to measure this is a fishing scale)
- i. Is the symbol of accessibility used to designate barrier free entrance? \_\_\_\_\_

### **Part IV. Interior Circulation:**

- a. Do all doors have a clear opening of at least 32" when open? \_\_\_\_\_ Do all doors operate with a single effort? \_\_\_\_\_ What pull/push weight is required to operate doors? \_\_\_\_\_ Do the doors have lever or loop type handles? \_\_\_\_\_
- b. Is the floor on the inside and outside of each doorway level for a distance of 5 feet from the door in the direction the door swings? \_\_\_\_\_ Does the flat surface extend 15" to 18" on each side of the door? \_\_\_\_\_
- c. Does any interior doorway have a threshold over  $\frac{1}{2}$ "? \_\_\_\_\_
- d. If interior ramps are used, what is the height of the rise? \_\_\_\_\_ What is the length of the

ramp? \_\_\_\_\_ Is a handrail installed on at least one side of the ramp? \_\_\_\_\_ Does the ramp have a non-slip surface? \_\_\_\_\_ What is the height of the handrail? \_\_\_\_\_ Do the handrails extend 1 foot beyond each end of the ramp? \_\_\_\_\_

e. What is the height of the phones? \_\_\_\_\_ If water fountains are provided, what is the height of the spout? \_\_\_\_\_

f. Are raised, recessed or Braille numbers/words provided on rooms? \_\_\_\_\_

g. Are there fire extinguishers, plants, other obstacles protruding from the wall that do not reach the floor? If so, how far do they protrude? \_\_\_\_\_

## **Part V. Restrooms:**

a. Are there toilet rooms and/or stalls designed to be accessible? \_\_\_\_\_ Are there any steps or obstructions leading to the toilet rooms? \_\_\_\_\_ What is the clear opening width of the entrance door? \_\_\_\_\_ Are there doors in a series? \_\_\_\_\_ If so, how far apart are they? \_\_\_\_\_ If a 90-degree turn is required in the entrance, what is the corridor width? \_\_\_\_\_ What pressure pull is required to open the door(s)? \_\_\_\_\_

b. Is there at least one place in the toilet room that provides a full 5 foot diameter open floor space? \_\_\_\_\_ How wide is the area between the wall and the front of the stalls? \_\_\_\_\_ If stalls are provided, what are the dimensions of the largest compartment? \_\_\_\_\_ Does the door on the compartment swing out? \_\_\_\_\_ What is the open width of the door? \_\_\_\_\_ Are grab bars provided? \_\_\_\_\_ If so, at what height are they mounted? \_\_\_\_\_ How many grab bars are in the compartment? \_\_\_\_\_ Are they located on the side or behind the stool? \_\_\_\_\_ What is the diameter of the grab bar? \_\_\_\_\_ How far away from the wall is it located? \_\_\_\_\_

c. What is the height of the stool? \_\_\_\_\_ What is the height of the urinal? \_\_\_\_\_ Are there grab bars at the urinal? \_\_\_\_\_ What is the height of the towel or towel dispense? \_\_\_\_\_ What is the height of the soap dispenser? \_\_\_\_\_ What is the height of the lower edge of the mirror? \_\_\_\_\_ What is the measurement from the lower edge of the lavatory to the floor? \_\_\_\_\_ Are dispensers located at the side of or above the lavatory? \_\_\_\_\_

d. Do appropriate signs identify accessible toilet facilities? \_\_\_\_\_ Are the handles of the faucets single handle or "blade" type? \_\_\_\_\_ Are the drain and hot water pipes wrapped? \_\_\_\_\_

**Part VI. Other:**

- a. Are switches and controls for light, heat, ventilation, window draperies, fire alarms and all similar controls of frequent or essential use within 54" of the floor? \_\_\_\_\_ and higher than 18" from the floor? \_\_\_\_\_
- b. Are audible warning signals accompanied by simultaneous visual signals? \_\_\_\_\_
- c. Are there low-hanging door closures that remain within the opening of a doorway or that protrude into regular corridors or traffic ways? \_\_\_\_\_ If so, at what height? \_\_\_\_\_
- d. Are there low hanging signs, ceiling lights, fans, fixtures, or similar objects that protrude into regular corridors or traffic ways? \_\_\_\_\_ If so, at what height? \_\_\_\_\_